

Job Title: Executive Assistant to State Librarian

Job Posting: 12/19/2012 **Position Number:** 780057

Agency: Department of Libraries **Location:** Montpelier

Reference: 31370

Job Code: 005300

Job Type: Classified; Full Time (40 hours/week)

Hourly Rate: \$17.45 **Pay Grade:** 20

Application Deadline: Open Until Filled

The State of Vermont posts vacancies for a minimum of ten business days. Positions posted as “open until filled” can be removed at any time after the initial ten day period. After the initial posting period, departments may begin interviewing and may close the posting without notice.

Required: Please attach resume, cover letter, and a one-page writing sample. Cover letter should include information related to skills and experience in use of computer software applications.

This Executive Assistant position is open to all State employee and external applicants.

If you would like more information about this position, please contact Jennifer Underwood at: jennifer.underwood@state.vt.us

Resumes will not be accepted via e-mail. To be considered, all applicants must apply online on the Department of Human Resources. See: http://humanresources.vermont.gov/career_center

Tax Compliance Verification : In accordance with 32 V.S.A. Section 3113(i), when an applicant for State employment is determined to be a finalist for a position, s/he will be provided an Affidavit to sign attesting that s/he is in good standing with respect to all Vermont taxes due as of the date. The applicant's tax compliance will be verified with the Vermont Tax Department prior to any offer of employment. Please see Personnel Policy 12.12 - Tax Compliance for further information: http://humanresources.vermont.gov/sites/dhr/files/pdf/policies_procedures/DHR-Policy_Manual.pdf#pagemode=bookmarks

General Job Description:

Performs administrative, supervisory, public relations, clerical and technical work at a professional level for the Department of Libraries. Duties include: serving as the Executive Assistant to the State Librarian and overseeing daily central office operations. Includes contact with the general public, libraries, state agencies, and elected officials. Duties are performed under the general direction and supervision of the State Librarian.

- Provides high-level administrative support to the State Librarian by handling information requests, preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings and appointments;
- Coordinates mailings and management of grant agreements, grant awards and other documentation connected with statewide services to libraries; May administer grant programs or participate in grant-writing;
- Coordinates department contracts and agreements with vendors and other entities;
- Prepares and maintains spreadsheets, keeps accounts, and assists SL in compiling reports for the agency business office and federal funding agency;
- Communicates with Agency Business staff regarding invoicing, budget, accounts, and financial reports;
- Prepares and edits reports;
- Prepares and distributes minutes of meetings of Board of Libraries (BOL);
- Handles paperwork, correspondence and required public warnings related to BOL geographic naming activities, including contact with U.S.G.S. personnel;
- Assists with support tasks and paperwork associated with the Vermont Public Library Foundation;
- Writes press releases and performs other public relations and marketing tasks;
- Oversees day-to-day operation of the central office and helps create policies and procedures;
- Maintains selected website content for department; may participate in other website management and development activities;
- Direct supervisor of one employee; may participate in staff training;
- Works at the Department's reception desk as needed;
- Handles special assignments in support of the Board of Libraries, or other department-specific groups;
- Handles travel arrangements and event planning;
- Attends meetings, trainings or conferences, as assigned;
- Tracks and monitors legislation, as assigned;
- Performs related duties as required.

Minimum Qualifications:

Knowledge, Skills, and Abilities

- Thorough working knowledge of and ability to use standard computer technology and software applications, including MS Office applications, especially Word, Excel and PowerPoint;
- Ability to do Internet searching and online research;
- Knowledge of the principles and practices of public/office administration and organizational theory and practice;
- Knowledge and ability in basic accounting;
- Ability to develop and implement administrative procedures and policies and evaluate their effectiveness;
- Proven ability to supervise;
- Ability to exercise discretion in interpreting and applying policies, rules and regulations of considerable complexity;
- Excellent communication skills, both orally and in writing;
- Ability to read and analyze incoming memos, submissions, financial statements, statistics and reports in order to determine their significance or plan for reporting or distribution;
- Ability to understand and apply the Vermont statutes, regulations and governing administrative processes and organizational unit programs;
- Ability to file and retrieve documents, records, statistics and reports;
- Ability to create reports, spreadsheets, PowerPoint slides, and other documents;
- Ability to establish and maintain effective working relationships and ability to work well as part of a team;
- Ability to work independently, with little or no supervision;
- Well-organized; ability to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner;
- Discreet; able to appropriately handle confidential information;
- Enjoy the administrative challenges of supporting a small office of diverse people and programs;
- Poise, maturity, and the ability to communicate effectively with a variety of people, sometimes in difficult situations;

- Strong decision-making ability;
- Excellent customer service skills.

EDUCATION AND EXPERIENCE:

Associate's degree and two years performing administrative-level duties for a project, program, or operation;

OR

High school graduation or equivalent and four years of experience as stated above. Administrative duties are those beyond general clerical or secretarial, such as interpretation of laws, rules and regulations; data collection and analysis; managing support services; and implementing program policies and procedures.

Working Conditions

Duties are performed predominately in an office setting. . Some travel may be required, including that for which private means of transportation must be available. Incumbents must be adaptable and able to work within tight time limits and under considerable stress. Some evening and weekend duty may be necessary.

The ability to interact with people (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Strong differences of opinion may be encountered.

Equal Employment Opportunity

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged to apply.